

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**Executive Director**  
**Hoisting Machine Operators Advisory Board**

**Opening Date: January 14, 2014**

**Closing Date: Continuous**

**POSITION INFORMATION**

Exempt Position, Non Civil Service; Temporary Appointment, Not to Exceed 06/30/2014  
12 – 20 hours per week; \$25 per hour, no benefits

**DUTIES SUMMARY**

The function of the organizational unit is to implement and maintain the regulatory certification law for hoisting machine operators and to advise the Hawaii Occupational Safety and Health Division (HIOSH) on matters concerning hoisting machine safety. The primary purpose of this position is to perform as staff assistant in providing administrative services to the Hoisting Machine Operators Advisory Board in accordance with established policies, procedures, laws and rules.

**MAJOR DUTIES AND RESPONSIBILITIES**

Prepares administrative and public correspondence.

Attends all meeting and hearings of the Board, and ensures that appropriate notes and documents are maintained.

Prepares budgets in accordance with Board priorities, and that expenditures are made in accordance with the approved budget.

Prepares reports to the legislature on Board activities and expenditures of the Hoisting Machine Operators' Certification Revolving Fund.

Consults regularly with the Board and maintains close liaison with the Hawaii Occupational Safety and Health Division.

Conducts research; reviews the statutes governing Board functions and activities, and recommends legislative amendments.

Oversees license applications and issuance. Includes review and determination of licensing applications.

**RECOMMENDED QUALIFICATIONS**

**Knowledge:** Basic functions of regulatory boards and commissions; principles and practices of public administration and public relations; report writing; inspection and investigation techniques and procedures.

**Skills and Abilities:** Organize, coordinate and execute various support services for the Board; apply applicable laws, rules, regulations and precedent rulings; speak and write effectively; analyze data and derive sound conclusions; work effectively with the Board Members, the general public and others.

**Education:** Graduation with a bachelor's degree from an accredited college or university. Experience as describe below may be substituted for education on a year-for-year basis.

**Experience:** Two and one-half (2 ½) years of progressively responsible administrative, professional, analytical, investigative or other comparable work experience which demonstrated possession of ability to plan and coordinate activities and deal satisfactorily with others.

**TO APPLY:** Click to Print Application: [Application for Non Civil Service Appointment \(Form HRD 278\)](#)

**Submit to:** Department of Labor and Industrial Relations, Personnel Office

830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813

Monday thru Friday 8:00am-4:00pm; (Closed on State Observed Holidays)

Mailed applications must be postmarked by midnight of closing date.